

**COAST GUARD INVESTIGATIVE SERVICE
DOCUMENT TRANSMITTAL FORM**

Date: _____

From: Special Agent-in-Charge, CGIS _____ Region

To: _____

Subj: TRANSMISSION OF CGIS REPORT OF INVESTIGATION (ROI)

Ref: (a) Investigations Manual, COMDTINST M5527.1 (series)

1. In accordance with reference (a), the attached report is being provided on a loan basis for review and/or appropriate action.
2. The attached report may only be disclosed to those personnel whose official duties require access in accordance with provisions and guidelines contained in the Privacy Act of 1974, 5 U.S.C. 552(a), as amended. All persons reviewing the report must complete the attached Privacy Act Disclosure Form. A Report of Command Action Form must be completed for each subject listed in the report documenting any action taken.
3. The attached report and information contained therein may not be released or made available to the subject of the investigation, or any other individual identified herein, or their representatives, without the expressed authorization from the Coast Guard Investigative Service.
4. Copying of the attached report or any portion thereof is strictly prohibited. Additional copies of this report may be obtained from this office upon request. The attached report is the property of the Coast Guard Investigative Service and retention at your facility is strictly prohibited once it has served the purpose for which provided. The attached report, Privacy Act Disclosure form, and Report of Command Action form must be returned directly to this office once it has served the purpose for which provided.

Encl: (1) CGIS Report of Investigation, CCN: _____
w/attached Privacy Act Disclosure Form and Report of Command Action Form

Copy: Case File